

A team approach to IAQ can:

- Keep the work of investigating and evaluating IAQ problems manageable by sharing the load
- Combine individual expertise in research, communications, engineering, etc. into group problem-solving power
- Sustain processes and improvements over time, and through changes in personnel

How to form your Green Team

1. Involve all stakeholder groups
2. Form a lean Green Team
3. Choose an IAQ champion to lead
4. Secure management support
5. Work with your facility manager

Green Team steps to improve IAQ at work

1. Gather information on IAQ issues
 - Conduct an IAQ office walk-through
 - Collect data using Workplace IAQ Survey forms
 - Collect data using Occupant Diary forms
 - Keep Internal/External Data Logs
2. Analyze findings objectively – look for trends
3. If possible, adjust the situation
 - Clean up clutter
 - Keep air vents free of obstructions
 - Keep windows overlooking loading docks or roads closed
 - Segregate the problem
 - Catch and repair water leaks
 - Reduce use of hazardous chemicals
 - Replace toxic products with less or non-toxic alternatives

4. Store and handle substances safely
5. Refer to the LEED IAQ standards and use them as guidelines to advance Best Practices in your workplace
6. Consult with environmental professionals when appropriate
7. Communicate!
8. Evaluate the Green Team process
9. Celebrate success and thank supporters
10. Incorporate IAQ awareness into business planning

Three levels of safeguarding workplace IAQ**Everyday**

- Put plants to work for office greening
- Keep your workplace clutter-free

During contract negotiations

- Employ a Green Cleaning service
- Improve IAQ through regular building system maintenance
- Specify materials that are VOC-free

When planning a move

- Use LEED specifications to build or remodel

More keys to success

- Use U.S. EPA resources to build in-house expertise
- Establish a smoke-free workplace
- Show how improving IAQ saves money
- Track changes and document results